

DRAFT POLICY: Ordering Breast Pumps, Pump Kits and Breast Pump Supplies

Staff must use their clinic’s “Order Form for Breast Pumps, Pump Kits and Breast Pump Supplies” (clinic order form) to order any items listed on the form.

Staff must get the clinic order form from state office staff.

Note: There is a specific “Order Form for Breast Pumps, Pump Kits and Breast Pump Supplies” for each clinic. The Washington State WIC program pays for all items on this form. The state WIC program uses the information on this form to pay the vendor for your orders.

The clinic must:

1. Have pump policies approved by the state office before ordering pumps and breast pump kits.
2. Notify state staff if you need to make changes to your clinic order form.

Staff must not purchase breast pumps, pump kits or any breastfeeding supplies listed on their form with any WIC funds.

PROCEDURE:

Staff:

- A. Assure agency has state-approved breast pump policies before placing orders for breast pumps or breast pump kits.
 1. Breast pump policies can be written at the agency level.
- B. Determine what and how much to order.
 1. Take an inventory of current stock.
 2. Order no more than your clinic can use in six months or less.
- C. Use the clinic-specific order form to place orders.
 1. Order no more than twice a month.
- D. Contact state office staff to ask for the form or to update the information on the form.

Note: The order form isn’t available on the website.
- E. Complete the order form by putting the number of items in the “Quantity Ordered” field.

1. Be sure to look at the “Minimum Amount per Order” field. Most items are ordered by the case.
- F. E-mail the completed order form to wicbreastpumps@doh.wa.gov or fax to 360-236-2320.
- G. Keep a copy of the completed clinic order form for 60 days.
- H. After receiving the order:
1. Check the packing slip to make sure the number of items you receive matches the number of items you ordered.
 2. If the order is correct and complete write the word “complete” on the packing slip.
 3. If there is a mistake, make a note indicating what is wrong with the items in your order.
 4. Sign and date the packing slip.
 5. Within three days, send a copy of the packing slip to state office staff. Email to wicbreastpumps@doh.wa.gov, fax to 360-236-2320 or mail copies to WIC Breast Pumps, PO Box 47886, Olympia, WA 98504-7886.
 6. Keep clinic copies of packing slips for 60 days.
- Note:** If the clinic is open only a few days a week or less, send the packing slip the next business day.
- Medela often ships items separately. When items are shipped separately you will see this message: Open Items Not Included On This Shipment Are listed Below. Send packing slips for each portion of the order.
- I. After receiving electric multi-user breast pumps:
1. E-mail wicbreastpumps@doh.wa.gov telling us the serial numbers of the pumps and where they will be stored. We use serial numbers to track pumps.
 2. Mark each breast pump with the clinic contact information. See the “Tracking Inventory of Electric Breast Pumps” policy in this chapter for instructions.
 3. Remove packing Styrofoam from the case and discard.
 4. Update clinic inventories and multi-user electric serial number reports.



For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388).